

CRITERIA FOR CLAIMING MEAL EXPENSES

IF YOUR TRIP
WAS

**LESS THAN
24 HOURS***

Breakfast: Left at or before 6 a.m. and returned at or after 9 a.m. (Nonrepresented: one hour before regular work time.)

Lunch: Can't be claimed for trips less than 24 hours.

Dinner: Left at or before 4 p.m. and returned at or after 7 p.m. (Nonrepresented: one hour after regular work time.)

24 HOURS

Breakfast, Lunch, and Dinner may be claimed.

**MORE THAN
24 HOURS
(FOR LAST
FRACTIONAL
PART)**

Breakfast: Left at or before 6 a.m. and returned at or after 9 a.m. (Nonrepresented: returned at or after 9 a.m. only.)

Lunch: Left at or before 11 a.m. and returned at or after 2 p.m. (Nonrepresented: returned at or after 2 p.m. only.)

Dinner: Left at or before 4 p.m. and returned at or after 7 p.m. (Nonrepresented: returned at or after 7 p.m. only.)

*Lunch cannot be claimed for trips less than 24 hours.